

DEPARTEMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
ACCOUNTING CAREER TRAINEE  
BUREAU OF FINANCE AND ADMINISTRATION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Bureau of Finance and Administration, Newington

**Job Posting No:** 30517

**Hours:** 8:00 am to 4:30 pm

**Salary:** **Annually, first year of training, with degree in accounting or closely related field:**

Bachelor's degree with 15 semester hours in accounting - \$45,126.00  
Bachelor's degree with 30 semester hours in accounting - \$48,162.00  
Master's degree in a related field and 15 credits in accounting - \$48,162.00  
Master's degree in a related field and 30 semester hours in accounting - \$49,690.00

**Closing Date:** Wednesday, December 14, 2011

There are currently opportunities for Accountant/Accountant Career Trainee in the Divisions of Federal Billing and Capital Planning and Grants Management. However, the candidate pool resulting from these interviews may be used to fill future Accounting Careers Trainee positions in the Bureau of Finance & Administration within twelve months.

**Eligibility Requirement:** Candidates must have a Bachelor's Degree in accounting or in a closely related business field from an accredited college or university with at least fifteen semester hours in accounting.

**Knowledge, Skills and Abilities:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**Experience and Training:** Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

**Terms of Appointment:** Appointment to positions in this class shall be for a period not to exceed twenty-four (24) months unless there is a change in the employing agency or designated target class.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, college transcripts and proof of degree and an Application for Employment to:

**Department of Transportation**  
**Bureau of Finance and Administration**  
Nancy Kycia  
Administrative Assistant  
2800 Berlin Turnpike  
Newington, CT 06131  
Email: [Nancy.Kycia@ct.gov](mailto:Nancy.Kycia@ct.gov)  
Fax: 860-594-2410

Candidates may refer to the DAS website at [www.das.state.ct.us/HR/Jobspec/JobSearch.asp](http://www.das.state.ct.us/HR/Jobspec/JobSearch.asp) for job specification requirements. Application forms are available at [http://www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Interviews may be limited to candidates whose experience and training most closely meet the requirements of these positions.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.